

C
O
P
Y

SECRET

MEMORANDUM TO: Advisor for Management, ICAPS

SUBJECT: Revision of Tentative T/O for ORE

REFERENCE: Proposed NIA Directive on the Coordination of Intelligence Production.

1. The program envisaged by the reference above places an increased responsibility on this office. Specifically, it requires the following:

- a. Preparation of an outline of all basic intelligence required by the Government in collaboration with the appropriate agencies.
- b. Coordination of the production and maintenance of intelligence reference manuals (National Intelligence Manuals).
- c. Editing the intelligence reference manuals.
- d. Initiating such requests on the agencies as are necessary for the proposed development and maintenance of the agreed program.

2. In addition to the specific responsibilities named above, it is apparent that this office will have to assume responsibility for coordinating the entire program relating to the production, maintenance, editing, publication and dissemination of the intelligence reference manuals.

3. The present tentative T/O for ORE does not make provision for the above task. In addition, it would appear that this project is of such importance as to require a special organization for its implementation. In line with the existing ORE organization it is considered that this project falls under a staff function.

4. It is recommended, therefore, that a "Basic Intelligence Staff" be added to the existing tentative organization of this office. The initial T/O for this Staff should provide for the following:

SECRET

SECRET

- 2 -

Tentative T/O for Basic Intelligence Staff

<u>Number</u>	<u>Title</u>	<u>Grade</u>
1	Chief	P-8
1	Deputy Chief	P-7
8	Editors	P-5/P-6
1	Production Chief	P-4
2	Production Assistants	P-2/P-3
4	Maps, Graphics, Art, Layout	SP-7/SP-8
1	Administrative Assistant, Secretary to Chief	CAF-7
2	Clerk-Stenographers	CAF-5
5	Clerk-Typists	CAF-4
2	Proof Readers	CAF-3/CAF-4

J. KLAHR HUDDLE
 Assistant Director
 Reports and Estimates

SECRET

1001 1003 1003 30

Approved For Release 2001/08/28 : CIA-RDP67-00059A000200200069-2

Make Copy

Not 100% sure

Approved For Release 2001/08/28 : CIA-RDP67-00059A000200200069-2